

ODP-81-1688

14 DEC 1981

MEMORANDUM FOR: DDA Career Management Officer

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: Performance Appraisal System

I asked several senior ODP officers to review the proposed revision to the Performance Appraisal Report (PAR). The consensus seems to favor the new version, but there is also a reluctance to introduce a new form after so short a time using the existing PAR. One compromise that was suggested was to keep the present PAR for awhile but drop the Evaluation of Potential (EOP) form and make the Advance Work Plan (AWP) optional. If a new PAR is necessary, however, the following suggestions/comments may be useful:

a. Having the PAR form provided at the beginning of the rating period with discussions of duties and standards at that time meets one of the most important goals of the AWP program and thus seems well worth considering. The clerical support needed to make such a system work would have to be considered, however. Additional monitoring of the PAR (beginning and end of reporting period, reassignment of employee or supervisor) would create an increased workload for Personnel officers and for supervisors.

b. If the supervisor documents a discussion concerning duties and standards with an employee, the latter should acknowledge this discussion. A uniform format for this purpose should not be necessary.

c. The term "Job Element" does not seem appropriate with respect to specific duties performed by the employee. The term "Specific Duty" should remain on the revised PAR.

d. The EOP for an employee should be a matter for the employee's career service to determine, rather than one individual's opinion. Elimination of the EOP is most welcome.

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